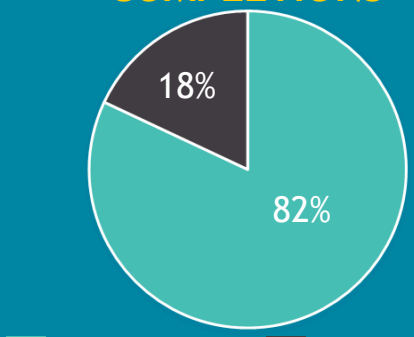
CENTRAL GIPPSLAND HEALTH

OCTOBER 2026

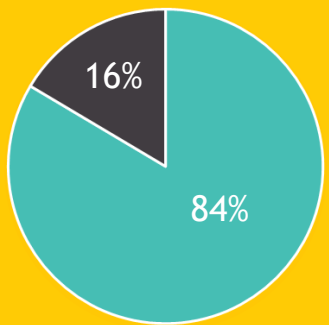


THE LEARNING LOOP

ORGANISATIONAL MANDATORY COMPETENCY COMPLETIONS



ORGANISATIONAL CAPABILITY PLAN COMPLETIONS





Welcome to the 5th edition of *The Learning Loop*, Learning Services' monthly newsletter here to draw your attention to all things education happening at CGH each month!

IN THIS EDITION



Learn about the history of CCU and clinical practice in the unit



Discover how to further your education at CGH through our traineeship and RN transition programs



Get documentation tips from Clinical Documentation



Test your knowledge of CGH's values with our word search

CENTRAL GIPPSLAND HEALTH



IMPORTANT INFORMATION



Leadership Series

This workshop series has been developed to aid Department Heads, Team Leaders, and Senior Staff in building their Leaders Toolkit.

Sessions will be held once a month, with topics for the remainder of 2026 to inlcude:

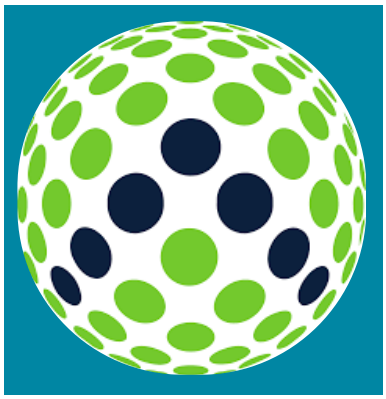
October 13th - How to Hire a Lion Tamer

November 10th - Performance Management Basics

December 8th - Staying off the Naughty List: Navigating the silly season without being silly

For more information contact learning.services@cghs.com.au.





CareSync Exchange - Privacy and Security

The Department of Health recently launched *CareSync Exchange*.

All clinical staff who will be utilising the program through EMR MUST complete the *CareSync Exchange - Privacy and Security* course on LEARN, and should have been automatically enrolled.

Once you have completed the eLearning module, you will need to save a PDF copy of the certificate and either upload it to your LEARN External Training Record or email it through to LEARN.support@cghs.com.au.

Only once this certificate has been sighted by Learning Services will the course be marked as completed.

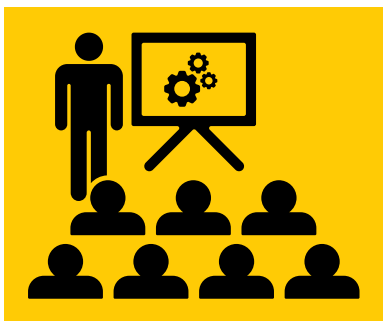
Upcoming Non-Clinical Education

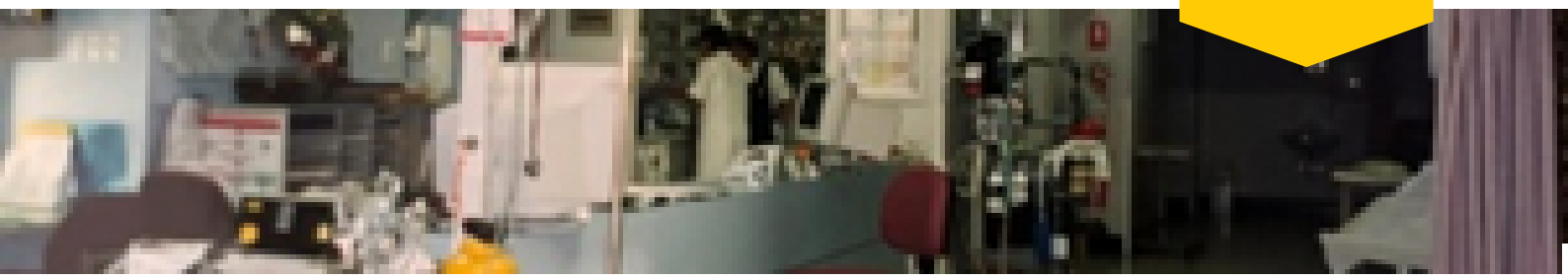
Reminder - The following non-clinical training is offered in October:

Medical Terminology short course
10:30AM to 1:00PM on 15 , 22 , 27, and 29 October.

Oracle i-Procurement
1:00PM to 2:00PM on 27 October.

Register your interest by contacting learning.services@cghs.com.au.





SPOTLIGHT ON: CRITICAL CARE UNIT

CCU has grown from a 2-bed unit in the old Medical Ward (Gordon Shultz Wing) to a 6-bed unit between the old medical and operating theatre suite, to the 8-bed unit today.



The handover room. 2 Nurses per shift for 6 beds. No Medical Registrars. The Physicians saw patients before and after working in their practices. Their clients would have to wait if they needed to attend an emergency at the hospital.



The drug imprest cupboard in the Nurses Station



The equipment. Checking the Bird ventilator. Gas driven (i.e. no electrical components), no alarms (Pressure Control ventilation!!). Notice the glass suction bottles.



The 1985 Hospital Upgrade

Other adventures over the time….managing 4 ventilated patients, Retrieval of patients being put onto heart/lung bypass here before going to Melbourne, involvement in world wide studies that developed the thrombolysis protocols of today, involvement with organ donation cases. Staff have sat on Victorian and National Committees for the Resuscitation Council and Australian College of Critical Care Nurses.

We now have 24-hour Medical Registrar cover onsite with Consultant support. We have an affiliation with the Alfred Hospital who provide phone & telehealth support for medical and nursing teams. As part of our *Post-Graduate Critical Care Program*, students can attend the Alfred ICU for a period of 5 days for additional experience.

Career pathways from CCU currently include post-graduate nurse education, resuscitation, cardiology nurse, cardiac rehabilitation, and clinical trials co-ordinator.

CENTRAL GIPPSLAND HEALTH



TRAINEESHIPS AT CGH

The Non-Clinical Educator team supports employees undertaking traineeships. For example, Madi from P&C is nine months into her Business Administration traineeship and is completing a Certificate III in Business. Through her traineeship, Madi is developing practical skills in computer programs, customer service, business documents and teamwork. In April, she shared her career journey and pathway with our work experience students.

Madi's journey is a great example of how career development can take many forms. Regular career conversations with your manager are a valuable opportunity to reflect on your aspirations, explore where you would like to grow, and identify the skills and capabilities that will support your career journey. The Capability Plan can help turn these conversations into action by identifying areas for upskilling, agreeing on development priorities, and planning relevant training, learning opportunities and experiences.



Madi talking to work experience students

By revisiting your plan together, you can track progress, celebrate growth and ensure your development stays aligned with both your career goals and the evolving needs of your role. If you need assistance accessing a computer, logging into LEARN or printing the Capability Plan template from PROMPT, the Non-Clinical Educators are here to help.



TRANSITION TO SPECIALTY AT CGH

The *Transition to Specialty* program at Central Gippsland Health is designed to offer nurses an opportunity to explore a clinical discipline within a supported 12-month contract.

The program includes a mix of online and face-to-face learning, paid study days, and written assessments.

By completing this course, participants will broaden their scope of practice, develop their leadership skills, grow their critical thinking, and build on their ability to deliver high-quality patient care.

Following successful completion of a transition year, previous students have gone on to undertake postgraduate studies, progressed into more senior leadership roles including clinical nurse specialist and successfully gained ongoing employment within their department.

The 2026 program has comprised of 10 participants across 5 specialties including Critical Care, Emergency, Medical, Surgical and Women's & Children's, however contract availability will change year to year.

LEARN

LEARN UPDATES

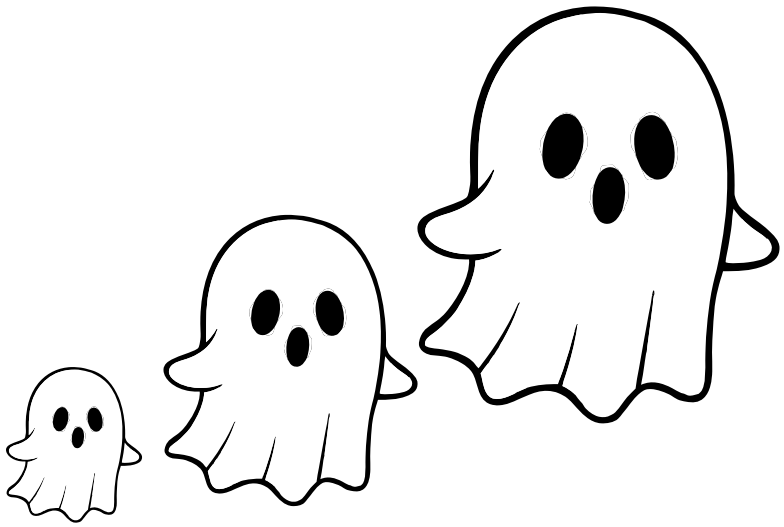
Updates are currently being made to the following courses in LEARN:

- **Code Grey - Occupational Violence and Agression**
- **Fire & Evacuation Training - Central Gippsland Health.**

These updates will go live on October 9th.

If you have started any of the above courses, and have not completed them by October 9th, your progress may be lossed when the updates take effect.

As always, if you have any LEARN related enquiries or have found any technical issues with a course, please contact the LEARN Support Officer at:
LEARN.support@cghs.com.au



CENTRAL GIPPSLAND HEALTH



EDUCATION OPPORTUNITIES

This month brings an array of in-person workshops for staff to attend.

As always, there are our monthly BLS, ALS, and CVAD sessions (see further information to the right of this page). Ward based BLS sessions are run by Ward Champions, while all other monthly training is run by the Learning Services Team.

Grand Round will also run on both Tuesday 6th October and Tuesday 20th October. Topics for Grand Round are currently as follows:

Tuesday 6th - Diabetic Team
Tuesday 20th - Therapeutic Diet Codes

Keep an eye out closer to each date for circulation regarding any changes.

Elsewhere, we also have a robust offering of All Day Workshops on offer throughout the coming month. Topics of interest will be:

- Medicolegal Study Day, and
- Clinical Deterioration: Recognition, Escalation and Timely Intervention

Further information regarding these workshops can be found on the next page.

REGULAR TRAINING

Monthly Education Sessions:

Basic Life Support (BLS) -
- Tuesday 13th, 1:00PM @ Monash Building - Downstairs Skills Lab

Advanced Life Support (ALS) Initial -
- Tuesday 13th, 8:00AM @ Monash Building - Downstairs Skills Lab
- Wednesday 28th , 8:00AM @ Monash Building - Downstairs Skills Lab

Advanced Life Support (ALS) Tier 1 -
- Friday 16th, 1:45PM @ Monash Building - Downstairs Skills Lab

Advanced Life Support (ALS) Tier 2 -
- Thursday 1st, 9:00AM @ Monash Building - Downstairs Skills Lab
- Monday 26th, 9:00AM @ Monash Building - Downstairs Skills Lab

PICC (CVAD) -
- Wednesday 7th, 2:00PM @ Monash Building - Upstairs Skills Lab

TIVAD (CVAD) -
- Thursday 8th, 2:00PM @ Monash Building - Upstairs Skills Lab

Grand Round -
- Tuesday 6th, 12:30PM @ Lecture Hall
- Tuesday 20th, 12:30PM @ Lecture Hall



UPCOMING EDUCATION

Medicolegal Study Day
Central Gippsland Health (CGH)

Hosted by Christopher Sykes, the Medicolegal Study Day will provide staff with education on the following topics:

- Acceptable abbreviations
- Accessing notes for patients not within your care
- EMR documentation
- CareSync

When: Monday 5th October, 9am to 4pm
Where: Sale Hospital, Lecture Hall
Cost: $50 (morning tea & lunch provided)

Clinical Deterioration: Recognition, Escalation and Timely Intervention
Bairnsdale Regional Health Service (BRHS)

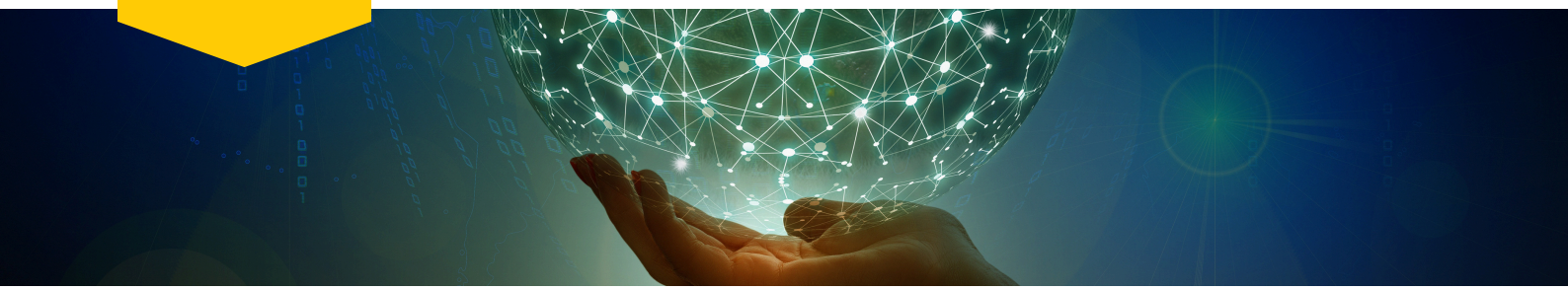
CGH & BRHS are proud to present the Deteriorating Patient Workshop. Led by Bec Sultana and Katie Stringer, this workshop equips nursing staff with the skills to identify, assess, and manage the deteriorating patient.

The final date of the year will be run at BRHS, details below.

When: Wednesday 21st October, 8am to 4:30pm
Where: Bairnsdale Regional Health Service, Monash Building
Cost: Free



CENTRAL GIPPSLAND HEALTH

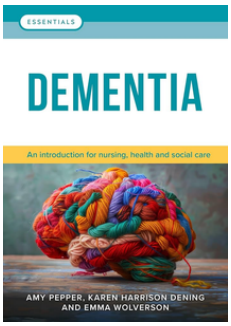


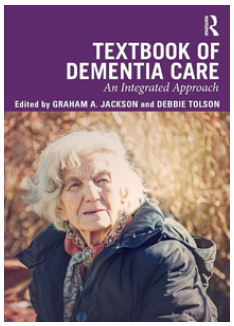
LIBRARY NEWS

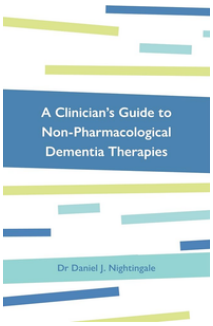
This month's spotlight topic is **Dementia**

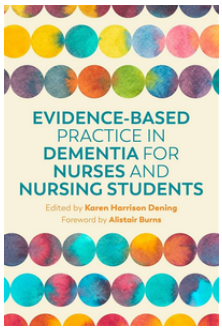
Our library resources are continuously growing with a dynamic collection of information types and titles.

Recent resources include:

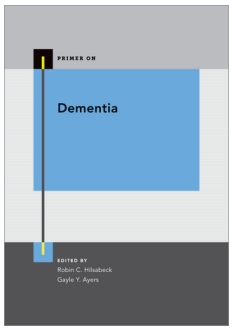


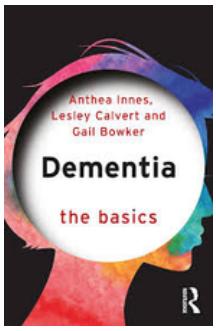


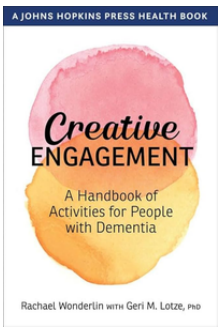


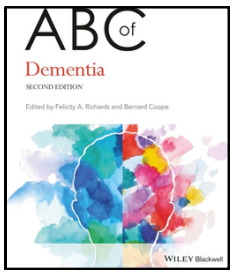


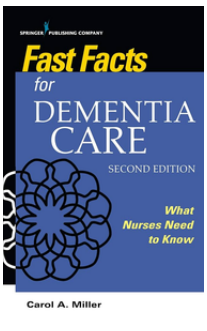
eBooks

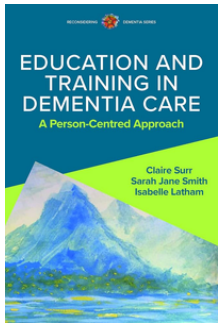














JOURNAL ARTICLES

Dove, E., Sivakumaran, S., Wang, R. H., Patterson, K. K., & Astell, A. J. (2026). Exploring why there is limited physical rehabilitation for people living with dementia: a qualitative study. *Disability & Rehabilitation*, 48(18), 6009-6023. https://doi.org/10.1080/09638288.2026.2641372

Egilstrød, B., Vardinghus-Nielsen, H., Henriksen, L. S., Frederiksen, M. S., & Petersen, K. S. (2026). The Social Process and Changed Dynamics in the Co-Produced Care and Support to People Living With Dementia Within Healthcare Services: An Ethnographic Study. *Qualitative Health Research*, 36(10/11), 1084-1098. https://doi.org/10.1177/10497323251330998

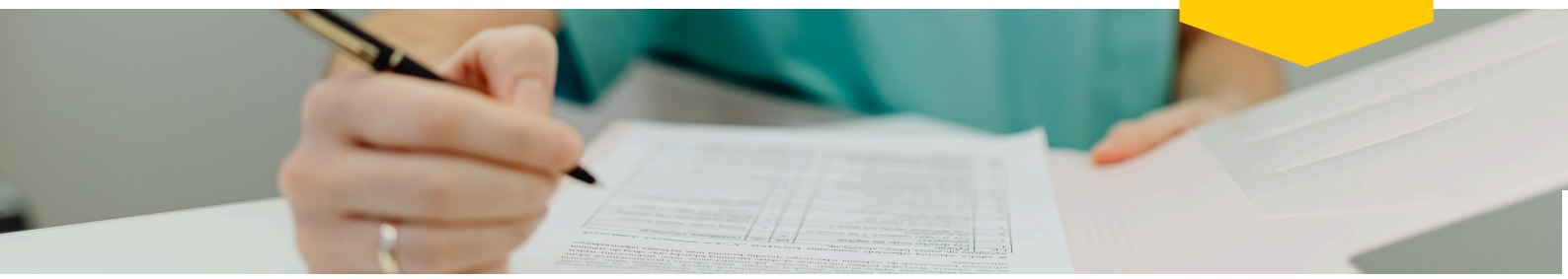
Maidens, G., & Daly, R. L. (2026). Supporting effective shared decision-making with people with dementia. *Nursing Older People*, 38(4), 33-41. https://doi.org/10.7748/nop.2026.e1542

Mullay, S., Jackson, L., Manson, K., & Holland, S. (2026). Specialised advanced nurse practice bringing dementia expertise to remote and rural communities. *Journal of Community Nursing*, 40(4), 51-57.

Peoples, H., Maersk, J. L., Morgan, S. T., & Kristensen, H. K. (2026). Reimagining Dementia and Inclusive Work Environments – Giving Voice to Those it Concerns. *Journal of Vocational Rehabilitation*, 65(1), 60-69. https://doi.org/10.1177/10522263261449122

Pritchard, J., & Vieira-Moreno, R. (2025). Nursing people with dementia: an overview of ethical dilemmas and how to navigate them. *Nursing Older People*, 37(5), 24-29. https://doi.org/10.7748/nop.2025.e1507

Ungvari, Z., Fekete, M., Lehoczki, A., Munkácsy, G., Fekete, J. T., Zábó, V., Purebl, G., Varga, P., Ungvari, A., & Győrffy, B. (2025). Sleep disorders increase the risk of dementia, Alzheimer's disease, and cognitive decline: a meta-analysis. *GeroScience*, 47(3), 4899-4920. https://doi.org/10.1007/s11357-025-01637-2



CLINICAL DOCUMENTATION

Here are a few tips to keep in mind when completing your clinical documentation:

Remember to mark your EMR documentation as "COMPLETE"

Be specific
Document the diagnosis and treatment rather than broad terms.

Example: Iron infusion required before discharge for Iron deficiency anaemia.

Provide clinical relationship
When appropriate provide a direct link of relationship i.e. "due to".

Example: Functional decline due to advanced dementia

Capture severity
Record severity, acuity, stage, or degree wherever applicable.

Examples: Acute on chronic Type 2 Respiratory failure. HFNP / Stage II pressure sore on sacrum evident on admission to hospital

Provide rationale for what you are doing in progress notes
This provides evidence for critical thinking, and there is a clinical indication for care provided.

Example: IV K+ ordered and administered due to hypokalemia (or low potassium)

Document complications
Clearly document any complications that require treatment, increase clinical care, or result in investigation. What happened? Where? When? How?

Example: PRBCs x2 given for anemia due to UGIB. Hb increased 72 > 86

Avoid unclear abbreviations or ambiguous language
Only use acceptable medical abbreviations

Be objective
Ensure documentation is professional and objective. Subjective documentation is only used to reflect what the patient or relatives have stated.

Update diagnosis
As investigations and/or treatment reveal diagnosis, or probable diagnosis, ensure documentation is updated.

Avoid copying and pasting errors
Make sure your documentation reflects the current state of patient.

Questions to self-reflect upon in relation to documentation



- Can my documentation be improved?
- Does my documentation provide evidence of conditions that are being treated, investigated or increase clinical care?
- Does my documentation require others to read between the lines?
- Is it easy to read other clinicians' documentation and understand what happened with the patient in retrospect? Is mine the same?

CENTRAL GIPPSLAND HEALTH



GAME ON!

Learning Services is here to remind you that education can be fun!
And to aid in our argument, a rotating array of quizzes, games, and bad jokes will be available here every month for you to enjoy.



WORD SEARCH TOPIC: CGH VALUES

T	V	U	G	D	C	O	M	P	A	S	S	I	O	N
R	R	G	Z	T	H	L	R	V	T	Y	H	N	J	U
K	T	A	D	Q	Y	B	H	E	N	C	S	T	O	E
C	H	O	N	L	S	S	T	C	E	P	S	E	R	X
E	P	P	B	S	D	D	O	X	W	D	Z	G	R	B
O	Q	R	E	Z	P	W	L	G	O	U	Y	R	W	H
U	K	U	E	R	X	A	E	E	E	T	G	I	I	C
P	S	H	I	Y	M	C	R	E	S	H	F	T	L	Q
T	I	W	Z	T	C	R	A	E	A	H	D	Y	G	U
R	P	Q	W	A	Y	T	N	R	N	M	V	C	N	A
O	H	D	K	J	P	O	C	T	X	C	H	T	J	L
P	F	P	I	Y	H	E	E	Y	M	R	Y	M	D	I
P	V	T	T	O	N	C	R	N	P	C	R	U	B	T
U	H	M	B	H	U	W	Q	Z	Z	C	C	M	V	Y
S	O	C	I	A	L	J	U	S	T	I	C	E	J	E

Can you find the following words/phrases:

COMPASSION
EQUITY
HONESTY
INTEGRITY
QUALITY
RESPECT
SOCIAL JUSTICE
SUPPORT
TOLERANCE
TRANSPARENCY

***Note**
Words can be horizontal, vertical, diagonal, forwards or backwards

Why did the ghost need first aid?

He had a boo-boo!



EDUCATION CALENDAR

Day	Time	Topic	Venue	Audience	Contact
Week commencing					
Thursday 1st	09:00 - 13:00	ALS - Tier 2	Monash Building - Downstairs Skills Lab	Clinical Staff	Learning Services learning.services@cghs.com.au
Friday 2nd	14:00 - 15:00	PACE - Undergraduate Education	Lecture Hall	Undergraduate Students	Undergraduate Team student.placements@cghs.com.au
Monday 5th	08:00 - 16:00	Undergraduate Orientation	Monash Building - Upstairs Conference Room	Undergraduate Students	Undergraduate Team student.placements@cghs.com.au
	09:00 - 16:00	Medicolegal Study Day	Lecture Hall	Clinical Staff	Learning Services learning.services@cghs.com.au
Tuesday 6th	12:30 - 13:30	Grand Round	Lecture Hall	All Staff	Preksha Ashok Preksha.Ashok@cghs.com.au
	14:00 - 15:00	ED Education	Monash Building - Upstairs Conference Room	ED Staff	Laura Lace Phone: 5143 8514 (ext. 98514)
	14:00 - 15:00	Transition Catch Up	Monash Building - Downstairs Telehealth Room	Transition Staff	Carolyn Platt Phone: 5143 8544 (ext. 98544)
	14:00 - 15:00	PACE - Undergraduate Education	Lecture Hall	Undergraduate Students	Undergraduate Team student.placements@cghs.com.au
Wednesday 7th	14:00 - 15:00	Linen Team Training	Lecture Hall	Linen Staff	Marcela Buitrago Diaz Phone: 5143 8578 (ext. 98578)
	14:00 - 15:00	PICC Practical	Monash Building - Upstairs Skills Lab	Clinical Staff	Angela Leeson Phone: 5143 8615 (ext. 98615)
	14:30 - 15:30	Mandatory Intern Training	Monash Building - Upstairs Conference Room	Interns	Preksha Ashok Preksha.Ashok@cghs.com.au
Thursday 8th	14:00 - 15:00	TIVAD Practical	Monash Building - Upstairs Skills Lab	Clinical Staff	Angela Leeson Phone: 5143 8615 (ext. 98615)
Friday 9th	14:00 - 15:00	PACE - Undergraduate Education	Lecture Hall	Undergraduate Students	Undergraduate Team student.placements@cghs.com.au

12

OCTOBER 2026

CENTRAL GIPPSLAND HEALTH

Monday 12th	08:00 - 16:00	Undergraduate Orientation	Monash Building - Upstairs Conference Room	Undergraduate Students	Undergraduate Team student.placements@cghs.com.au
Tuesday 13th	08:00 - 16:30	ALS - Initial	Monash Building - Downstairs Skills Lab	Clinical Staff	Learning Services learning.services@cghs.com.au
	13:00 - 14:00	Basic Life Support Practical	Monash Building - Upstairs Skills Lab	Maternal & Child Health Team	Learning Services learning.services@cghs.com.au
	14:00 - 15:00	ED Education	Monash Building - Upstairs Conference Room	ED Staff	Laura Lace Phone: 5143 8514 (ext. 98514)
Wednesday 14th	14:00 - 15:00	PACE - Undergraduate Education	Lecture Hall	Undergraduate Students	Undergraduate Team student.placements@cghs.com.au
	14:30 - 13:30	Mandatory Intern Training	Monash Building - Upstairs Conference Room	Interns	Preksha Ashok Preksha.Ashok@cghs.com.au
Thursday 15th	11:00 - 13:00	Medical Terminology - Session 1	Monash Building - Upstairs Conference Room	Non-Clinical Staff	Marcela Buitrago Diaz Phone: 5143 8578 (ext. 98578)
	14:30 - 15:30	Grad Debrief	Monash Building - Upstairs Computer Training Room	Grads	Tamsin Jeremiah / Rhys Cuthill Phone: 5143 8516 (ext. 98516)
Friday 16h	13:45 - 14:45	ALS Tier 1	Monash Building - Downstairs Skills Lab	Clinical Staff	Learning Services learning.services@cghs.com.au
	14:00 - 15:00	PACE - Undergraduate Education	Lecture Hall	Undergraduate Students	Undergraduate Team student.placements@cghs.com.au
Monday 19th	08:00 - 10:00	Intern Orientation	Monash Building - Downstairs Skills Lab	Interns	Preksha Ashok Preksha.Ashok@cghs.com.au
	08:00 - 16:00	Undergraduate Orientation	Monash Building - Upstairs Conference Room	Undergraduate Students	Undergraduate Team student.placements@cghs.com.au
Tuesday 20th	12:30 - 13:30	Grand Round	Lecture Hall	All Staff	Preksha Ashok Preksha.Ashok@cghs.com.au
	14:00 - 15:00	ED Education	Monash Building - Upstairs Conference Room	ED Staff	Laura Lace Phone: 5143 8514 (ext. 98514)
	14:00 - 15:00	PACE - Undergraduate Education	Lecture Hall	Undergraduate Students	Undergraduate Team student.placements@cghs.com.au
Wednesday 21st	14:30 - 15:30	Mandatory Intern Training	Monash Building - Upstairs Conference Room	Interns	Preksha Ashok Preksha.Ashok@cghs.com.au
Thursday 22nd	11:00 - 13:00	Medical Terminology - Session 2	Lecture Hall	Non-Clinical Staff	Marcela Buitrago Diaz Phone: 5143 8578 (ext. 98578)
Friday 23rd	14:00 - 15:00	PACE - Undergraduate Education	Lecture Hall	Undergraduate Students	Undergraduate Team student.placements@cghs.com.au

Monday 26th	08:00 - 16:00	Undergraduate Orientation	Lecture Hall	Undergraduate Students	Undergraduate Team student.placements@cghs.com.au
	09:00 - 13:00	ALS Tier 2	Monash Building - Downstairs Skills Lab	Clinical Staff	Learning Services learning.services@cghs.com.au
Tuesday 27th	11:00 - 13:00	Medical Terminology - Session 3	Monash Building - Upstairs Conference Room	Non-Clinical Staff	Marcela Buitrago Diaz Phone: 5143 8578 (ext. 98578)
	13:00 - 14:00	ORACLE Training	Monash Building - Upstairs Computer Training Room	All Staff	Marcela Buitrago Diaz Phone: 5143 8578 (ext. 98578)
	14:00 - 15:00	ED Education	Monash Building - Downstairs Skills Lab	ED Staff	Laura Lace Phone: 5143 8514 (ext. 98514)
	14:00 - 15:00	PACE - Undergraduate Education	Lecture Hall	Undergraduate Students	Undergraduate Team student.placements@cghs.com.au
Wednesday 28th	08:00 - 16:30	ALS Initial	Monash Building - Downstairs Skills Lab	Clinical Staff	Learning Services learning.services@cghs.com.au
	08:00 - 16:30	PROMPT/NNR	Lecture Hall	Clinical Staff	Vanessa Robinson Phone: 5143 8513 (ext. 98513)
	14:30 - 15:30	Mandatory Intern Training	Monash Building - Upstairs Conference Room	Interns	Preksha Ashok Preksha.Ashok@cghs.com.au
Thursday 29th	11:00 - 13:00	Medical Terminology - Session 4	Monash Building - Upstairs Conference Room	Non-Clinical Staff	Marcela Buitrago Diaz Phone: 5143 8578 (ext. 98578)
Friday 30th	08:00 - 12:00	ALS	Theatre	Theatre Staff	Learning Services learning.services@cghs.com.au
	12:30 - 16:30	ALS	Theatre	Theatre Staff	Learning Services learning.services@cghs.com.au
	14:00 - 15:00	PACE - Undergraduate Students	Lecture Hall	Undergraduate Students	Undergraduate Team student.placements@cghs.com.au

OCTOBER
2026

CENTRAL GIPPSLAND HEALTH



LEARNING SERVICES TEAM PROFILES

Looking for assistance with education or LEARN? Here is a rundown of our wonderful team and their areas of expertise!

MANAGERS



Amy



Vanessa
ACTING

UNDERGRADUATE TEAM



Angela
TEAM LEADER



Katelyn



Janette



Casey



Brianna

PROGRAM COORDINATORS



Tamsin



Rhys
GRADUATE



Carolyn
TRANSITION

ADMIN & EDUCATION SUPPORT



Emma
LEARN SUPPORT & INSTRUCTIONAL DESIGNER

ALLIED HEALTH EDUCATORS



Kylie



Monique

NON-CLINICAL EDUCATORS



Marcela



Beth

CLINICAL EDUCATORS



Vanessa

MIDWIFERY & PEADIATRICS



Ilvy
ACTING



Rebecca
THEATRE



Anne
CRITICAL CARE



Laura
EMERGENCY



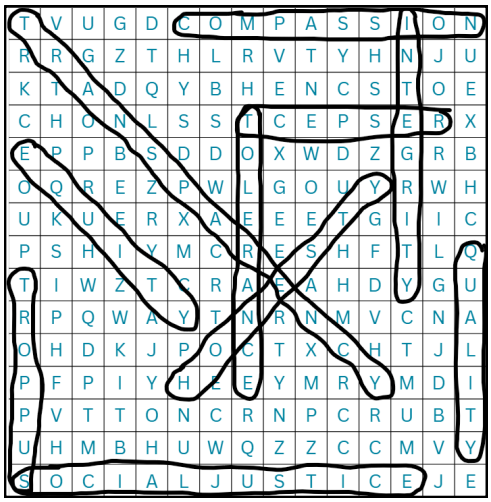
HELPFUL HINT 2: PDF24

Did you know that sheep are not just our wooly friends, they can also help with PDF documents!

PDF24 is a handy program available on the Software Centre that has multiple tools for editing, combining/splitting, and converting PDF documents.

It can be downloaded for free and Learning Services Non-Clinical Staff will be hosting drop-in sessions in the Library each Mon/Wed/Fri at 10am and 3pm throughout October, to help staff familiarise themselves with its uses.

WORD SEARCH SOLUTION



Still can't find that one hidden word?

Here is the answer key of where you can find all the words in the word search on Page 10